



State of Arizona
Department of Education

HNS 004-13

MEMORANDUM

Original Signed

To: Summer Food Service Program (SFSP) Sponsors
National School Lunch Program (NSLP) Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Melissa Conner, Director
Arizona Department of Education, Child and Adult Care Food Program/Summer Food Program

Date: February 1, 2013

RE: SFSP Program Year 2013 Application and Program Announcement

The Arizona Department of Education (ADE), Health and Nutrition Services is pleased to announce the reorganization of its internal administration for the Summer Food Service Program (SFSP). In an effort to provide optimum customer service, SFSP is now administered by the Child and Adult Care Food Program (CACFP) staff. SFSP was originally established in 1968 as part of the Child Care Food Program (which is now Child and Adult Care Food Program), thereby making the infrastructure of the two programs very similar. This change will provide participants with accessible and knowledgeable staff, applicable training, quality technical assistance, and understandable program oversight.

Additionally, this memo provides all current and potential SFSP sponsors with necessary information to meet application and training requirements for the new program year. The following topics are discussed in this memo:

- Mandatory Training Requirements
- Annual Application Deadlines, Process, and Requirements
- Food Distribution Program
- E-Memorandum
- Important Program Reminders and Updates

Mandatory Training Requirements

New Seamless and ALL Simplified sponsors are required to attend program training. These identified

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sponsors will not be approved to operate the program unless they have attended a program training in the current year. This now includes:

- New Seamless
- New Simplified
- Sponsors changing from Seamless to Simplified
- Returning Simplified Sponsors

SFSP training is not mandatory for returning Seamless sponsors; however, it is highly recommended. New staff members and sponsors that had operational deficiencies from the prior year are encouraged to attend as well.

There are two different types of training:

1. **Summer Food Service Program Training and Workshop for sponsors:** This training discusses the Seamless and Simplified program regulations and all requirements. The workshop that follows the training will be a comprehensive experience that focuses on budgets and how to properly allocate resources and how to complete program documents. **Schools** that have previously demonstrated successful participation on the Summer Food Program may choose to forgo attending the workshop portion of the training.

- Now!** ○ Attendees will need to bring the following to the workshop:
- Three previous months of bank statements;
 - Organizational Chart;
 - (Non-Profit organizations) Description of services the organization provides, area of operation, recent Form 990 filed with the IRS, names and addresses of board members;
 - Description of funding streams available to the organization (current operating funds); and
 - Staffing plan – Outline who will administer the program and who will do the hands on operations, the hours each identified person will need to devote to Summer Food each day and a clear description of assigned duties.

2. **Summer Food USDA Foods Ordering Web-Based Training:** Gain access to CNP2000 to order USDA Foods. Open to sponsors who are participating in Food Distribution USDA Foods Program for the first time.

Please register for all trainings and workshops online at www.ade.az.gov/onlineregistration. Sign up early as trainings and workshops fill up quickly.

Annual Application Deadline, Process, and Requirements

Now! Application Deadline

- **April 8, 2013:** Application deadline for **ALL** sponsors who intend to participate in the USDA Foods Program.
- **April 19, 2013:** Application deadline for school sponsors who do not intend to participate in the USDA Foods Program.



- **April 24, 2013: Application deadline for renewing non-school sponsors (private non-profit organizations, government entities, etc...) who do not intend to participate in the USDA Foods Program.**
- **April 30, 2013: Application deadline for new private non-profit organizations, government entities who do not intend to participate in the USDA Foods Program.**

In order for ADE to best promote your program through statewide outreach, please submit complete applications as early as possible. ADE advertises the availability of open sites through public service announcements, website postings, and other media outlets.

Local Educational Agencies (LEAs) who operate the National School Lunch Program (NSLP) have the option of administering the Simplified SFSP or the Seamless SFSP. All other organizations, i.e. private, non-profits and government entities or schools who do not operate the NSLP, must administer the Simplified SFSP.

SFSP sponsors are required to submit **both** paper-based documents and the site and sponsor online applications each program year. **The paper based application will be distributed at the training sessions and must be submitted for approval prior to applying online.** The SFSP online applications are currently available for submission through the CNP Web system, located at: <https://www.ade.az.gov/CommonLogon/logon.aspx>. A username and password is required to enter the CNP Web system in order to access and submit your online site and sponsor applications for the 2013 program year. Other required documentation pertaining to the SFSP can be found at: www.azsummerfood.gov/sponsors.

****Any employees needing access to Common Logon must review the training manual and submit a request using the Common Logon Security Agreement.***

** Individuals are responsible for keeping individual Common Logon accounts confidential, accurate and up-to-date. The username and password is an electronic signature and must not be shared. Consulting firms contracting with an LEA, including Food Service Management Company employees, are not authorized to complete the SFSP online applications or claiming process, and will not be provided with Common Logon rights to enter such data. Also, please notify the ADE Health and Nutrition Services department if an individual with a Common Logon username and password leaves your organization as the account must be immediately disabled.*

All required documents not submitted through the CNP Web system **must be submitted no later than the deadlines listed above to:**

SFSP 2013 Application Processor
Arizona Department of Education
1535 W. Jefferson St, BIN 7
Phoenix, AZ 85007

ADE specialists will contact sponsors once the hard copy site and sponsor applications have been approved. Sponsors can then submit the approved information on-line. Carefully read the on-line application instructions in the SFSP Web User Guide and view the “How To Apply” tutorial; both are located at: www.azsummerfood.gov/sponsors. The sponsor’s participation in the SFSP begins when all required



complete and correct documentation is received and approved by the program director. **Meals served must fully meet the meal pattern requirements to be considered for reimbursement.**

Food Distribution USDA Foods Program

All SFSP sponsors may participate in the Food Distribution USDA Foods Program. Sponsors are required to pay a delivery fee for any cases of USDA Foods received, so please keep this in mind when considering participation in the program. These fees will be paid out of the sponsor's existing food service budget. For more information, contact a member of the Food Distribution team at FDP@azed.gov.

Food Distribution USDA Foods Program participation requirements:

- Select "yes" from the drop down box in the *General Information* section of the Sponsor Application on CNP Web.
- Log in to CNP2000 (the USDA Foods ordering website) and update the sponsor delivery locations and contact information.
- Submit online applications on or before April 8, 2013.

Sponsors who are **new to the Food Distribution USDA Foods Program must also:**

- Complete and submit a Food Distribution Program Delivery Information Application, which can be found at www.azsummerfood.gov/sponsors.
- To gain access to CNP2000 and an overview of the program, please register for a USDA Foods Ordering Web-based training by visiting www.ade.az.gov/onlineregistration. Click on "Health & Nutrition Services: Food Distribution" to find the next available class in your area and register.

E-Memorandum Reminder

The Health & Nutrition Services Unit posts all SFSP memoranda to the SFSP website: www.azsummerfood.gov/sponsors. **SFSP Sponsors are responsible for all information provided in SFSP Child Nutrition (CN) memos.** No hard copies will be mailed directly to the sponsor. Please visit the website regularly to review the most current information related to the SFSP.

Important Program Reminders and Updates

All sponsors planning to participate in the simplified SFSP **MUST** submit a budget. **This requirement is new and now includes all simplified sponsors, including LEAs and participants in NSLP.**

Program Forms

Required program forms for the 2013 program year will be distributed at the SFSP training sessions. Sponsors may easily access items such as application instructions, memos and guidance manuals at www.azsummerfood.gov/sponsors. Please click "Sponsors" on the top toolbar.

The Arizona SFSP logo and other outreach materials are available for sponsors to download by clicking "Resources" on the top toolbar of the new SFSP website.



Claims for Reimbursement

- Meals cannot be claimed for reimbursement prior to ADE approval.
- Sponsors must submit claims for reimbursement between the 1st and 10th of the following month, i.e. a claim for meals served in June must be submitted between July 1st and July 10th.
- June and July claims CANNOT be combined because the fiscal year ends June 30, 2013.

Advance Request

Simplified SFSP sponsors can request a reimbursement advance for any month in which they will be operating at least ten days. All requests must be made prior to serving meals for the month an advance is needed. To request an advance, please contact the SFSP at SFSP@azed.gov.

Non-Associated Site Agreements

Sponsors who administer the SFSP at non-associated sites (sites owned by another entity, other than the sponsor), such as recreational programs, parks, vacation bible schools, etc., **must submit** a copy of a signed agreement between the legal operator of the non-associated site and the sponsor representative to ADE. A sample agreement is located at: www.azsummerfood.gov/sponsors. Sponsors may use this template or provide an agreement of their own, that at the minimum, specifies the details relating to meal service, times, dates, locations, etc.

Contact Information

If you have questions or concerns regarding this memo, please contact your Program Specialist at (602) 542-8700 or email SFSP@azed.gov.